

DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 224	PAGE NUMBER: 1 of 6
		SUBJECT: Safety and Accident Prevention	Adopted: 09-01-87 Revised: 01-11-88 Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department take all practical steps to safeguard employees from accidents and occupational diseases and to maintain a safety program to address these potential hazards.

02.00.00. TABLE OF CONTENTS

01.00.00.	POLICY OF THE DEPARTMENT
02.00.00.	TABLE OF CONTENTS
03.00.00.	REFERENCES
04.00.00.	DEFINITIONS
05.00.00.	PROCEDURE
05.01.00.	The Department Director Will
05.02.00.	Responsibility of Human Resource Services Office
05.03.00.	The Training Section Will
05.04.00.	The Business Office Will
05.05.00.	Each Facility Head/Administrator Will
05.06.00.	The Safety Officer Will
05.07.00.	Each Safety Committee Will
05.08.00.	Each Supervisor Will
05.09.00.	Each Employee Will

03.00.00. REFERENCES

Executive Order 85-16, State of Idaho Comprehensive Safety and Loss Control Policy.

Manual of Standards for Adult Correctional Institutions, Second Edition, 1981, Standards 2-4163.

Manual of Standards for the Administration of Correctional Agencies, Nos. 96, 07, 98.

Disclaimer

These policy guidelines for achievement of employee safety goals will be implemented in a good faith effort as funds are appropriated.

POLICY NUMBER: 224	SUBJECT: Safety and Accident Prevention	PAGE NUMBER: 2 of 6
---------------------------	--	-------------------------------

04.00.00. DEFINITIONS

Serious accidents shall be defined as:

Any accident requiring prompt medical attention and/or resulting in the loss of four (4) or more hours of work.

Accidents resulting in equipment loss of \$150 or more.

05.00.00. PROCEDURE

05.01.00. The Department Director Will

Promote the development and implementation of policies which lead to a safe work place for employees and visitors.

Assure that all employees receive training regarding safety awareness.

Assure that a comprehensive loss control program is implemented which will include the development of a safety policy, an accident investigation program, and a hazard identification methodology.

Develop and implement a procedure which will assure that serious accidents are investigated as soon as practicable and that qualified first aid and CPR instructors are available for necessary instruction.

Encourage the use of all personal protective equipment where required.

Make available for use by all employees a copy of the Idaho Department of Correction Loss Control Program.

05.02.00. Responsibility of Human Resource Services (HRS) Office

The HRS office will be responsible for coordinating and promoting the safety program within the Department. In that regard, the HRS office will:

Promote the safety concept with the idea of maintaining and creating safety consciousness on the part of all employees.

Recommend safety training activities in all areas of operation.

POLICY NUMBER: 224	SUBJECT: Safety and Accident Prevention	PAGE NUMBER: 3 of 6
---------------------------	--	-------------------------------

Prepare safety promotional material and a comprehensive safety manual to assist all institutions and offices in safety education and serve as a clearinghouse for the exchange of ideas developed in the field.

Develop and maintain a system for reporting, investigating and recording all employee accidents and occupational illnesses.

Serve as contact and coordinate employee accident activities with the appropriate insurance carriers.

05.03.00. The Training Section Will

Include safety and accident prevention information at each pre-service academy.

Present at least one in-service session per year per institution/division on safety and accident prevention.

Provide safe driving instruction training to each employee who, in normal course of duties, operates a state vehicle.

05.04.00. The Business Office Will

Serve as contact and coordinate property and equipment accident activities with the appropriate insurance carriers.

05.05.00. Each Facility Head/Administrator Will

Each facility head/administrator is responsible for maintaining reasonably safe and healthful working conditions and for establishing an effective safety program. With this in mind, each facility head/administrator will:

Become familiar with the safety program and ensure its effective application.

Review serious accident summary reports to keep informed on facility/division accident record and insist on appropriate actions when accident trends are unfavorable.

Review serious accidents personally to ensure that accident causes are being investigated and proper corrective action is being taken or recommended.

POLICY NUMBER: 224	SUBJECT: Safety and Accident Prevention	PAGE NUMBER: 4 of 6
---------------------------	--	-------------------------------

Provide leadership and direction in the administration of safety activities, provide fair consideration to recommendations, interpret and support safety policies as an example to supervisors.

Develop and implement safety policies which are in compliance with ACA standards.

05.06.00. The Safety Officer Will

Each facility head/administrator shall appoint one individual to be in charge of safety and accident prevention. The name of this safety officer will be forwarded to the HRS office upon appointment. The safety officer will:

Make recommendations to management on the accident prevention program and safety conditions in the facility/division.

Keep abreast of new safety developments.

Keep management advised as to accident experiences.

Assist management in the execution of the accident prevention program by special training, posters and printed material.

Maintain injury and property records for two years after the date of injury or accident.

Forward appropriate accident reports to the HRS office and business office for insurance processing.

Be the contact person in each facility/division and coordinate the safety program with the HRS office.

Routinely inspect the facility for compliance with safety and fire prevention standards.

Develop an employee safety suggestion system.

Chair regular safety committee meetings.

POLICY NUMBER: 224	SUBJECT: Safety and Accident Prevention	PAGE NUMBER: 5 of 6
---------------------------	--	-------------------------------

05.07.00. Each Safety Committee Will

Each facility head/administrator will appoint at least three individuals (one of whom shall be the safety officer), to be known as the safety committee. Each safety committee will:

Be watchful for clearly defined hazards that may exist or have a likely potential to develop and report them to the safety officer.

On a quarterly basis, review the safety officer's inspection reports and suggest corrective measures.

Review the investigation of every serious accident during regular safety committee meetings to determine cause so that corrective action can be taken to prevent recurrences.

Promote interest in accident prevention to all employees by assuming a leadership role in the safety program.

Assist in the formulation of facility/division safety rules.

Attend safety committee meetings as required.

05.08.00. Each Supervisor Will

While safety is the responsibility of all levels of management, the prime responsibility for the safe conduct of operations rests with each supervisor. With this in mind, each supervisor will:

Ensure that each employee will be instructed in accident prevention and fire safety during attendance at pre-service academy.

Enforce all safety regulations outlined in the Department's safety manual.

Be watchful of all areas for unsafe practices, fire hazards and conditions and take prompt corrective action.

Investigate all serious accidents within a ten-day period and complete appropriate accident reports.

POLICY NUMBER: 224	SUBJECT: Safety and Accident Prevention	PAGE NUMBER: 6 of 6
---------------------------	--	-------------------------------

Attend safety meetings and safety training sessions as required.

Promote employee attendance at safety meetings and encourage employee use of safety suggestion system.

Become personally proficient in first aid and CPR and assure employees re-certify as needed.

05.09.00. Each Employee Will

The employee has a responsibility for personal safety, but likewise has a responsibility to fellow workers, family, clients/inmates and the Department. With this in mind, each employee will:

Observe safety regulations and instructions relating to the safe performance of work.

Report all accidents and injuries immediately.

Submit recommendations for safety as the need is perceived.

Know his/her exact duties in case of fire or other catastrophe.

Attend safety meetings and training as required.

Re-certify in first aid and CPR as required.

Director, Department of Correction

Date